

MANISTEE CITY BROWNFIELD REDEVELOPMENT AUTHORITY

70 Maple Street
Manistee, MI 49660

MEETING MINUTES

January 27, 2015

A meeting of the Manistee City Brownfield Redevelopment Authority was held on January 27, 2015 at 2 pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 2:02 pm by Chair Clinton McKinven-Copus

Roll Call:

Members Present: Steve Brower, Dave Carlson, Donald Kuk, Clinton McKinven-Copus,

Members Absent: W. Frank Beaver (excused), Marlene McBride, Jeffrey Stege (excused)

Others: Shawn Middleton (City Engineer), T. Eftaxiadis (BRA Consultant), Ed Bradford (BRA Administrator), Denise Blakeslee (BRA Recording Secretary)

APPROVAL OF AGENDA

Motion by Don Kuk, seconded by Steve Brower that the agenda be approved as prepared.

With a Voice Vote this motion passed unanimously

APPROVAL OF MINUTES

Motion by Don Kuk, seconded by Dave Carlson that the minutes of the August 5, 2014 Brownfield Redevelopment Authority meeting be approved as prepared.

With a Voice Vote this motion passed unanimously

There was not a quorum at the October 28, 2014 meeting therefore, no meeting minutes required approval.

PUBLIC HEARING

None

FINANCIAL REPORTS

Approval of Invoices – Members reviewed the summary of paid invoices.

CITY OF MANISTEE				
BROWNFIELD REDEVELOPMENT AUTHORITY				
SUMMARY OF INVOICES SUBMITTED FOR PAYMENT				
		REPORTING PERIOD:		August 7, 2014 through December 31, 2014
VENDOR NAME	DATE	INVOICE NUMBER	INVOICE AMOUNT	SERVICE DESCRIPTION
Kathy Morin	8/7/14		\$756.25	River Parc Place & North Channel Outlet Project
Eftaxiadis Consulting Inc.	9/2/14	CMBRA-1408	\$403.75	Consulting Services
Pioneer Group	7/31/14	41100167-07/31/14	\$ 34.00	Advertisement – RFP Former Manistee Plating Building Demolition and Restoration
Eftaxiadis Consulting Inc.	11/13/14	CMBRA-1409	\$191.25	Consulting – Hotel Northern Brownfield Planning
Pioneer Group	10/31/14	41100167-10/31/14	\$ 78.25	Advertisement
TOTAL:			\$1,663.50	

MOTION by Don Kuk, seconded by Dave Carlson to approve previously paid invoices.

With a Voice Vote this motion passed unanimously.

BRA Financing - Authority Administrator Ed Bradford reviewed the Balance Sheet and Revenue/Expenditure Report with the Directors (attached). Mr. Bradford discussed with the Directors recommendation leaving the current balance of \$34,299.67 in the Authority's account as working capital for future eligible environmental and redevelopment expenses. It must be noted that this account does not contain State TIF revenues. The Directors agreed that was appropriate.

NEW BUSINESS

Election of Officers

According to the bylaws of the Manistee Brownfield Redevelopment Authority the election of officers is held at their annual meeting in January.

Chair

At this time the meeting was turned over to Ed Bradford who asked for nominations for the Position of Chair.

Don Kuk, seconded by Dave Carlson nominated Clinton McKinven-Copus for the position of Chair

There being no other nominations, nominations were closed.

With a voice vote, Clinton McKinven-Copus was elected Chair of the Brownfield Redevelopment Authority for 2015.

Vice-Chair

Clinton McKinven-Copus asked for nominations for the Position of Vice-Chair.

Steve Brower, seconded by Dave Carlson nominated Don Kuk for the position of Vice-Chair

There being no other nominations, nominations were closed.

With a voice vote, Don Kuk was elected Vice - Chair of the Brownfield Redevelopment Authority for 2015.

Secretary/Treasurer

Clinton McKinven-Copus asked for nominations for the Position of Secretary/Treasurer.

Don Kuk, seconded by Dave Carlson nominated Steve Brower for the position of Secretary/Treasurer.

There being no other nominations, nominations were closed.

With a voice vote, Steve Brower was elected Secretary/Treasurer of the Brownfield Redevelopment Authority for 2015.

Appointment of a Recording Secretary 2015

Once elected, the Secretary/Treasurer may appoint a Recording Secretary to handle the recording of the Authority's meetings and related matters.

Steve Brower appointed Denise Blakeslee to act as the Recording Secretary for the Brownfield Redevelopment Authority for the year 2015.

Bylaw Review

According to the Bylaws of the City of Manistee Brownfield Redevelopment Authority the commission shall annually review their Bylaws at the regularly scheduled meeting in January.

Members received copies of the Bylaws in their meeting packets. No Changes were made to the Bylaws.

Oath of Office/Section 6 Conflict of Interest - Annually the Brownfield Redevelopment Authority members will take an Oath of Office and agree to abide by Section 6 Conflict of Interest of the By-Laws of the City of Manistee Brownfield Redevelopment Authority. Ms. Blakeslee administered the Oath of Office to the Directors in Attendance. Each Director also read and signed a Section 6 Conflict of Interest.

Project Update

Staff reported to the Commission the status of the following projects:

Hotel Northern – owner may be looking at a Brownfield Plan that would assist with the abatement of Asbestos and lead, demolition of interior and exterior structures, site grading & balancing, and other potentially “eligible” redevelopment activities. The property is considered a “facility” based on a Phase II ESA previously performed by the Authority utilizing USEPA grant funds. The new property owner completed a Baseline Environmental Assessment as needed for his/her liability protection. The owner may also be requesting the City’s and/or the Authority’s assistance to secure Blight Elimination and Rental Rehabilitation Grants from the State. The Authority may need to meet to act on a Brownfield Plan for this property prior to its next regularly scheduled meeting.

South Washington Street Project – City approved the Brownfield Plan previously adopted by the Authority. The preparation of an Act 381 Work Plan and its submittal to the State by the Authority will be the next step in the Brownfield TIF approval process. The project is currently on hold while the developer secures financing for the redevelopment of the River Park building. The preparation and submittal of the Act 381 Work Plan will proceed as soon as the developer informs the Authority and the City of its intent and financial ability to initiate construction. The approval of the Work Plan may require a special meeting of the Authority depending on its timing. The City has submitted a Blight Elimination Grant application for the River Parc building; it is currently being reviewed by the State. If all goes well, construction work may begin this spring.

H&K Building – This is a smaller project that may not be large enough to benefit from the Brownfield Program. We are waiting to hear from the new owners of their plans to redevelop the building.

Roadway Inn – received an inquiry relating to the status of the property as a “Brownfield Redevelopment Zone” as needed by statute for a request for a Redevelopment Liquor License. Staff will investigate this further.

Finance Director, Ed Bradford submitted the EPA closeout paperwork for the grants. T. Eftaxiadis will be working on the project summaries.

We have been informed by the Manistee County Brownfield Redevelopment Authority that they were unable to utilize the entire balance of their USEPA Brownfield Assessment Grants prior to their expiration in September 2014.

Joslin Cove – the developer contacted staff several months ago inquiring about an extension for their plan, but there has been no follow up from the developer.

OLD BUSINESS

Schedule Meetings 2015

There was not a quorum at the October 28, 2014 Brownfield Redevelopment Authority Meeting. The Authority needs to schedule the remainder of their meetings for 2015. The By-Laws require that quarterly meetings be held in January, April, July, and October. In 2014 the Authority met on the last Thursday of the month at 2:00 p.m. in the Council Chambers.

MOTION by Don Kuk, seconded by Dave Carlson that the City of Manistee Brownfield Redevelopment Authority schedules the remainder of their meetings for 2015 as follows:

April 28, 2015

July 28, 2015

October 27, 2015

With a Voice Vote this motion passed unanimously.

PUBLIC COMMENTS AND COMMUNICATIONS

Shawn Middleton, City Engineer – Mr. Middleton introduced himself to the Directors. Mr. Middleton works for the Spicer Group and they have just opened an office at 302 River Street.

CORRESPONDENCE

None

STAFF REPORTS

None

MEMBERS DISCUSSION

None

The next regular meeting of the Brownfield Redevelopment Authority will be held on April 28, 2015

ADJOURNMENT

Motion by Don Kuk, seconded by Dave Carlson that the meeting be adjourned. MOTION PASSED UNANIMOUSLY.

Meeting adjourned at 2:37 pm

MANISTEE CITY BROWNFIELD REDEVELOPMENT AUTHORITY

Denise J. Blakeslee, Recording Secretary

REVENUE/EXPENDITURE REPORT

City of Manistee
For the Period: 7/1/2013 to 6/30/2014

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3:19 pm

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 243 - BROWNFIELD REDEVELOPMENT AUTHO							
Revenues							
Dept: 000							
485.000 Permits							
Permits	0.00	0.00	0.00	0.00	0.00	0.00	0.0
501.000 Federal Grant							
Federal Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.0
539.000 State Grant Revenue							
313609 09/13/2013 GJ EFT - State of Michigan / Brownfield	334 River Street - Pmt #3	\$17,611.75	17,611.75	& Pmt #4 \$8,637.81			
313609 09/13/2013 GJ EFT - State of Michigan / Brownfield	334 River Street - Pmt #3	\$17,611.75	8,637.81	& Pmt #4 \$8,637.81			
313610 09/13/2013 GJ EFT - State of Michigan / Brownfield	334 River Street - Pmt #4 remainder		2,557.19	Final Payment - Grant Closed			
328592 06/30/2014 CR Red From: ST OF MI	Ref ID: AM		15,321.00	Drawer:EFT Type:GRANT		766	
State Grant Revenue	0.00	0.00	44,127.75	15,321.00	0.00	-44,127.75	0.0
626.000 Charge for Service							
Charge for Service	0.00	0.00	0.00	0.00	0.00	0.00	0.0
664.000 Interest Income							
Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	0.0
676.000 Reimbursement							
324594 05/15/2014 AR RIETH-RILEY CONSTRUCTION CO.			9,140.09	Invoice #00001894		1905	
Reimbursement	0.00	0.00	9,140.09	0.00	0.00	-9,140.09	0.0
699.000 Transfers In							
319388 01/30/2014 GJ Transfer 251 Balance to BRA Fund			245.40				
Transfers In	0.00	0.00	245.40	0.00	0.00	-245.40	0.0
Dept: 000	0.00	0.00	53,513.24	15,321.00	0.00	-53,513.24	0.0
Revenues	0.00	0.00	53,513.24	15,321.00	0.00	-53,513.24	0.0
Expenditures							
Dept: 000							
799.000 Miscellaneous Expense							
Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.0
801.000 Professional Services							
310968 08/13/2013 AP EFTAXIADIS CONSULTING INC	CMBRA Technical Services		297.50	INV#	CMBRA-1307	74320	
311731 09/06/2013 AP EFTAXIADIS CONSULTING INC	CMBRA Technical Services		191.25	INV#	CMBRA-1308	74527	
317707 12/13/2013 AP EFTAXIADIS CONSULTING INC	Env Consulting - Joslin Cove,		233.75	INV#	CMBRA-1311	75870	
317707 12/13/2013 AP EFTAXIADIS CONSULTING INC	Env Consulting - Joslin Cove,		170.00	INV#	CMBRA-1311	75870	
328633 06/13/2014 AP EFTAXIADIS CONSULTING INC	Consulting - Filer Twp Landfil		1,317.50	INV#	CMBRA-1405	77801	
Professional Services	0.00	0.00	2,210.00	1,317.50	0.00	-2,210.00	0.0
820.000 Administration							
Administration	0.00	0.00	0.00	0.00	0.00	0.00	0.0
900.000 Printing & Publishing							
Printing & Publishing	0.00	0.00	0.00	0.00	0.00	0.00	0.0
970.000 Capital Outlay							
Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.0
988.000 Grant Expense - Land Improve							
Grant Expense - Land Improve	0.00	0.00	0.00	0.00	0.00	0.00	0.0
999.000 Transfers Out							
Transfers Out	0.00	0.00	0.00	0.00	0.00	0.00	0.0

REVENUE/EXPENDITURE REPORT

City of Manistee
For the Period: 7/1/2013 to 6/30/2014

Page: 2
1/22/2015
3:19 pm

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 243 - BROWNFIELD REDEVELOPMENT AUTHO							
Expenditures							
Dept: 000	0.00	0.00	2,210.00	1,317.50	0.00	-2,210.00	0.0
Dept: 691 MDEQ Loan							
801.000 Professional Services							
Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.0
964.000 Refunds							
Refunds	0.00	0.00	0.00	0.00	0.00	0.00	0.0
990.000 American Materials MDEQ Loan							
327188 05/31/2014 AP STATE OF MICHIGAN - MDEQ	Brownfield Redevelopment Loan		9,140.09	INV#	PR #431839-00 - #2	77638	
American Materials MDEQ Loan		0.00	9,140.09	0.00	0.00	-9,140.09	0.0
MDEQ Loan		0.00	9,140.09	0.00	0.00	-9,140.09	0.0
Dept: 692 MDEQ Grant							
801.000 Professional Services							
Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.0
MDEQ Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 693 334 River St Grant							
801.000 Professional Services							
315119 10/01/2013 AP ELMER'S CRANE & DOZER, INC.	334 River St Brownfield Proj		8,477.75	INV#	805340	75370	
315120 10/01/2013 AP RIO VISTA LLC	334 River St Brownfield		6,136.81	INV#		75371	
Professional Services		0.00	14,614.56	0.00	0.00	-14,614.56	0.0
334 River St Grant		0.00	14,614.56	0.00	0.00	-14,614.56	0.0
Expenditures	0.00	0.00	25,964.65	1,317.50	0.00	-25,964.65	0.0

BALANCE SHEET

City of Manistee		Page: 1
		1/22/2015
		3:21 pm
As of: 6/30/2014 (PFY)		Balances
<hr/>		
Fund: 243 - BROWNFIELD REDEVELOPMENT AUTHO		
Assets		
001.000	Cash	26,623.08
040.000	AR - Invoices	9,140.09
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Total Assets		35,763.17
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Reserves/Balances		
390.000	Fund Balance	8,214.58
398.000	Change in Fund Balance	27,548.59
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Total Reserves/Balances		35,763.17
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Total Liabilities & Balances		35,763.17

REVENUE/EXPENDITURE REPORT

City of Manistee
For the Period: 7/1/2014 to 12/31/2014

Page: 1
1/22/2015
3:20 pm

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 243 - BROWNFIELD REDEVELOPMENT AUTHO							
Revenues							
Dept: 000							
485.000 Permits							
Permits	0.00	0.00	0.00	0.00	0.00	0.00	0.0
501.000 Federal Grant							
Federal Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.0
539.000 State Grant Revenue							
State Grant Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.0
626.000 Charge for Service							
Charge for Service	0.00	0.00	0.00	0.00	0.00	0.00	0.0
664.000 Interest Income							
Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	0.0
676.000 Reimbursement							
Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.0
699.000 Transfers In							
Transfers In	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Expenditures							
Dept: 000							
799.000 Miscellaneous Expense							
Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.0
801.000 Professional Services							
332684 08/07/2014 AP MORINKATHY//	River Parc Place & North		756.25	INV#		78961	
332679 09/02/2014 AP EFTAXIADIS CONSULTING INC	Consulting Services		403.75	INV#	CMBRA-1408	78956	
337612 11/13/2014 AP EFTAXIADIS CONSULTING INC	Consulting - Hotel Northern		191.25	INV#		80111	
Professional Services			1,351.25			-1,351.25	0.0
820.000 Administration							
Administration	0.00	0.00	0.00	0.00	0.00	0.00	0.0
900.000 Printing & Publishing							
331487 07/31/2014 AP PIONEER GROUP/THE//	Advertisements		34.00	INV#	#1100167 - 07/31/14	78734	
337727 10/31/2014 AP PIONEER GROUP/THE//	Advertisements		78.25	INV#	#1100167 - 10/31/14	80226	
Printing & Publishing			112.25			-112.25	0.0
970.000 Capital Outlay							
Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.0
988.000 Grant Expense - Land Improve							
Grant Expense - Land Improve	0.00	0.00	0.00	0.00	0.00	0.00	0.0
999.000 Transfers Out							
Transfers Out	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 000	0.00	0.00	1,463.50	0.00	0.00	-1,463.50	0.0
Dept: 691 MDEQ Loan							
801.000 Professional Services							

REVENUE/EXPENDITURE REPORT

City of Manistee
For the Period: 7/1/2014 to 12/31/2014

Page: 2
1/22/2015
3:20 pm

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 243 - BROWNFIELD REDEVELOPMENT AUTHO							
Expenditures							
Dept: 691 MDEQ Loan							
Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.0
964.000 Refunds							
Refunds	0.00	0.00	0.00	0.00	0.00	0.00	0.0
990.000 American Materials MDEQ Loan							
American Materials MDEQ Loan	0.00	0.00	0.00	0.00	0.00	0.00	0.0
MDEQ Loan	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 692 MDEQ Grant							
801.000 Professional Services							
Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.0
MDEQ Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 693 334 River St Grant							
801.000 Professional Services							
Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.0
334 River St Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Expenditures	0.00	0.00	1,463.50	0.00	0.00	-1,463.50	0.0

